



GSA Federal Supply Service

738 X – HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES (595-25)

Authorized Federal Supply List Schedule Price List for the Following Services:

- **EEO Investigations**
- **On-Line Reporting System**
- **Final Agency Decisions**
- **EEO Counseling**
- **Alternative Dispute Resolution**
- **EEO Training (Off-the-Shelf and Customized Training)**
- **Misconduct Investigations**

**Bashen Corporation
1616 South Voss Road, Suite 300
Houston, TX 77057
Tel: (713) 780-8056
Toll Free: (800) 994-1554
Fax: (713) 780-8206**

www.bashencorp.com

Effective Date: 04/10/13

GSA Authorized Price List for Human Resource and EEO Services

I. General Services Administration

Federal Supply Service - Authorized Federal Supply Schedule Price List for Human Resource & EEO Services
Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: www.gsaadvantage.gov

For more information on ordering from Federal Supply Schedules go to www.fss.gsa.gov

Schedule Title: 738X Human Resources and EEO Services

Contract Number: GS-02F-0087N

Contract Period: 4/10/13 through 4/09/18

Contractor:

Corporate Headquarters, Houston, TX

Bashen Corporation
1616 South Voss Rd., Suite 300
Houston, Texas 77057
Toll Free: 800-994-1554
Fax: 713-780-8206

Washington, D.C. Office

Bashen Corporation
1120 Connecticut Avenue, NW
Suite 1000
Washington, D.C. 20036
Toll Free: 800-994-1554

Web Page: www.bashencorp.com

Contract Administration: Janet Bashen, President & CEO – jbashen@bashencorp.com
Steve Bashen, Executive Vice President & COO – sbashen@bashencorp.com

Business Size: Small Business, Self-Certified Disadvantaged Business, Woman Owned, Minority Owned

II. Customer Information:

1a. Table of Awarded SINS (See attached price list)

595-25 Equal Employment Opportunity Services

- Investigation of Discrimination Complaints and Preparation of Reports of Investigation
 - (Individual Case and Consolidated Case, One or Additional Issues, Continuing Violations)
 - Amended cases
- Additional Copies of Investigative Report
- Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination complaints - (Individual and Consolidated)
- Counseling - (Individual and Class Complaint)
- EEO Training and Consulting
- Reference Materials Relating to EEO Programs

595-21 Human Resource Services

- Misconduct Investigations

1b. Lowest Priced Item

Prices are net; all discounts deducted, and valid for all areas. Prices are listed in Section III, below.

2. Maximum Order: \$1,000,000

The Contractor may, but is not obligated to, accept orders over \$1,000,000. Contact Bashen Corporation for orders over \$1,000,000.

3. Minimum Order: \$100.00

4. Geographic Coverage: United States

5. Points of Production: Houston, Harris County Texas

6. Discount from List Prices: Volume discount/negotiable

7. Quantity Discount: Volume discount/negotiable

8. Prompt Payment Terms: Accelerating payments to small businesses for goods and services

9a. Annotate if Government Credit Card Accepted: Yes

9b. Discount for Payment by Government Credit Card: N/A

10. Foreign Items: N/A

11a. Time of Delivery: Will adhere to the delivery schedule specified by the Agency's purchase order

11b. Expedited Delivery: Negotiable

11c. Urgent Requirements: Contact Contractor for overnight and 2 day delivery

12. FOB Points: Destination

- 13. Ordering Address:**
Bashen Corporation
1616 South Voss Road, Suite 300
Houston, Texas 77057
Tel: 713-780-8056
Fax: 713-780-8206
- 14. Payment Address:**
Bashen Corporation
1616 South Voss Rd., Suite 300
Houston, Texas 77057
Tel: 713-780-8056
Fax: 713-780-8206
- 15. Warranty Provision:** The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.
- 16. Export Packing Charges:** N/A
- 17. Terms and Conditions of Government Purchase Card Acceptance:** N/A
- 18. Terms and Conditions of Rental, Maintenance and Repair:** N/A
- 19. Terms and Conditions of Installation:** N/A
- 20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** N/A
- 20b. Terms and Conditions for any Other Services:** N/A
- 21. List of Service and Distribution Points:**
- | | |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Bashen Corporation
1616 South Voss Rd., Suite 300
Houston, Texas 77057
Tel: 713-780-8056
Fax: 713-780-8206 | Bashen Corporation
1120 Connecticut Avenue, NW
Suite 1000
Washington, D.C. 20036
Toll Free: 800-994-1554 |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
- 22. List of Participating Dealers:** N/A
- 23. Preventive Maintenance:** N/A
- 24a. Environmental Attributes:** N/A
- 24b. Section 508 Compliance:** Yes
- 25. Data Universal Number System (DUNS) Number:** 877933408
- 26. Notification Regarding Registration in Central Contractor Registration:** Active
- 27. (SAM) Database:** Bashen Corporation is SAM registered

III. Price List

SIN 595-25

EEO Services: EEO Services may include but are not limited to providing Investigation of Discrimination Complaints and Preparation of Reports of Investigation (includes Individual Case/Consolidated Case-One or Additional Issues, Continuing Violation, On-Line Reporting System, Additional Copies of Investigation Reports), Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to Equal Opportunity Programs, EEO Training and Consulting, EEO Counseling (Individual and Class Complaint)

Investigation of Discrimination Complaints and Preparation of Reports of Investigation

Investigations	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
Individual Case - With One Issue ¹	\$ 3,684.72	\$ 3,832.11	\$ 3,985.39	\$ 4,144.81	\$ 4,310.60
Individual Case - Per Additional Issue ¹	\$ 234.00	\$ 243.36	\$ 253.09	\$ 263.21	\$ 273.74
Individual Case - Continuing Violation ¹	\$ 4,796.48	\$ 4,988.34	\$ 5,187.87	\$ 5,395.38	\$ 5,611.19
Consolidated Case - With One Issue ¹	\$ 4,796.48	\$ 4,988.34	\$ 5,187.87	\$ 5,395.38	\$ 5,611.19
Consolidated Case - Per Additional Issue ¹	\$ 234.00	\$ 243.36	\$ 253.09	\$ 263.21	\$ 273.74
Consolidated Case - Continuing Violation ¹	\$ 5,030.48	\$ 5,231.70	\$ 5,440.97	\$ 5,658.61	\$ 5,884.95
Executive Summary	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Additional Copies of Investigation Report (pp)	\$ 135.00	\$ 140.40	\$ 146.02	\$ 151.86	\$ 157.93

Volume discounts may apply.

Prices exclusive of travel. Travel to be negotiated with customer agency.

¹ If an Agency adds an amended issue or consolidated complaint to the investigation accepted by the Contractor after the investigator has commenced interviews with the management officials, the Agency shall compensate the Contractor at the rate of 60% above the original contract price for the amended or consolidated complaint and the contractor will be granted an additional thirty (30) days to complete the investigation in accordance with GSA pricing for EEO services SIN 595-25.

On-Line Reporting System – Bashen’s on-line reporting system offers several modules including but not limited to:

- EEO Complaint Reporting
- Forms such as NO FEAR and Form 462
- MD715 Reports



LinkLine® Online Reporting System Features at a Glance

LinkLine® connects employers to their workforce by providing a confidential method of submitting and receiving EEO claims. LinkLine® may also be integrated with an employee hotline or a dedicated fax server. LinkLine® includes numerous online reporting tools that enable employers to identify workplace trends. Customizable data filtration, as well as integrated charts and graphs, provide users with accurate, relevant EEO data instantly. Employers may quickly correct EEO compliance concerns.

Features include:

- No Fear Reports
- Form 462 Reports
- MD715 Reports
- Tracking & Trending Reports
- Customized Reporting
- Scanning+Document Management Toolkit
- Dynamic Toolkits
- Real-Time Analytics
- Online Complaint Submission
- Automated Alerts
- Integrated Charts & Graphs
- Aggregated Data
- Benchmark Studies

On-Line Reporting System Pricing

LinkLinePlus EEO Reporting	
Up to 5 Users	\$ 55,000
6 to 10 Users	\$100,000
11 to 25 Users	\$150,000

26 to 50 Users	\$225,000
51 to 75 Users	\$310,000
76 to 100 Users	\$375,000
Over 100 Users	Contact Vendor
Maintenance 20% of Year 1 Service Fee	

*Volume discounts may apply.
Prices exclusive of travel. Travel to be negotiated with customer agency.*

No Fear Reports & Form 462 Reports

Online Reporting	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
No Fear Reports & Form 462 Reports (Up to 5 Users)	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255

*Volume discounts may apply.
Prices exclusive of travel. Travel to be negotiated with customer agency.*

MD715 Reporting

MD715 AND Reporting	Reporting Service Subscription	Reporting Usage Fee (/ Employee, / Year)
1 to 6,000 Employees	\$ 8,000	included
6,001 to 50,000 Employees	\$ 12,000	\$ 0.90
50,001 to 100,000 Employees	\$ 22,500	\$ 0.80
100,001 to 130,000 Employees	\$ 34,500	\$ 0.80
130,001 to 160,000 Employees	\$ 49,500	\$ 0.70
160,001 to 180,000 Employees	\$ 66,500	\$ 0.60
180,001 to 200,000 Employees	\$ 88,500	\$ 0.50
200,001 to 250,000 Employees	\$ 122,500	\$ 0.40
250,001 to 300,000 Employees	\$ 141,500	\$ 0.30

*Volume discounts may apply.
Prices exclusive of travel. Travel to be negotiated with customer agency.*

Final Agency Decisions

FADs	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
FAD - Individual Case	\$ 1,362.40	\$ 1,416.90	\$ 1,473.58	\$ 1,532.52	\$1,593.82
FAD - Consolidated Case	\$ 1,374.88	\$ 1,429.87	\$ 1,487.06	\$ 1,546.54	\$ 1,608.40

*Volume discounts may apply.
Prices exclusive of travel. Travel to be negotiated with customer agency.*

Alternative Dispute Resolution (ADR)

ADR Services

Conflict BridgeTM

Opening Dialogue for the

Mediation Process

Bashen Corporation's Alternative Dispute Resolution (ADR) service is delivered by Conflict BridgeTM.

Conflict Bridge includes Bashen's philosophy of building EEO initiatives through proactive measures to resolve disputes at the earliest level. For 19 years, Bashen has worked with organizations experiencing workplace conflicts. Often, conflicts may be resolved with open communication that empowers individuals to discuss their issues. The Conflict Bridge consultant helps the parties focus on the advantages of a compromised resolution, as well as the potential risks and costs associated with complaint escalation, instead of complaint resolution.

Our consultants are certified EEO investigators and are well versed in the EEO process. This knowledge is unique in the ADR field, and is invaluable when mediating complaints and disputes. All parties need to be heard, and earnest negotiations pursued, to achieve resolutions when ever possible. It is imperative that all parties understand the typical life cycle of a discrimination claim. This education is integral to garnering a resolution, and can only be rendered by a knowledgeable consultant who thoroughly understands the EEO claims process. The consultation process is confidential and begins with a proven model that details the roles and responsibilities of the parties and consultant/mediator.

* Consultant and Mediator are terms that may be used interchangeably.

The Seven Steps of Conflict Bridge:

- Introductory Remarks
- Presented Issues
- Information Gathering
- Identifying the Problems
- Suggesting Resolution Options
- Exploring Compromises
- Reaching an Agreement

Alternative Dispute Resolution Pricing

ADR	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
*Alternative Dispute Resolution (hourly)	\$ 190	\$ 190	\$ 195	\$ 200	\$ 200

Volume discounts may apply.

**Prices exclusive of travel. Travel to be negotiated with customer agency.*

Counseling

Counseling - Individual/Class Complaint	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
Counseling – Individual Complaint	\$ 1,825.20	\$ 1,825.20	\$ 1,825.20	\$ 1,825.20	\$ 1,825.20
Counseling – Consolidated Complaint	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
EEO Counselor (Per Hour)	\$ 145.60	\$ 151.42	\$ 157.48	\$ 163.78	\$ 170.33

Volume discounts may apply.

Prices exclusive of travel. Travel to be negotiated with customer agency.

Training

Training (Min. 15 Max. 20 Participants)	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
Off-The Shelf Training (4 Days)	\$ 13,000	\$ 13,100	\$ 13,200	\$ 13,300	\$ 13,400
Off-The Shelf Training (2 Days)	\$ 6,900	\$ 7,000	\$ 7,100	\$ 7,200	\$ 7,300
Off-The Shelf Training (Full Day)	\$ 3,500	\$ 3,600	\$ 3,700	\$ 3,800	\$ 4,000
Off-The Shelf Training (Half Day)	\$ 1,900	\$ 2,000	\$ 2,100	\$ 2,200	\$ 2,300

Volume discounts may apply.

Prices exclusive of travel. Travel to be negotiated with customer agency.

Customized Training	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
Project Officer (Hourly Rate)	\$ 190	\$ 195	\$ 200	\$ 205	\$ 210
Sr. Consultant/Trainer (Hourly Rate)	\$ 160	\$ 165	\$ 170	\$ 175	\$ 180
Technical Writer	\$ 150	\$ 155	\$ 160	\$ 165	\$ 170
Project Editor/Designer (Hourly Rate)	\$ 140	\$ 145	\$ 150	\$ 155	\$ 160
Project Analyst/Consultant	\$ 115	\$ 120	\$ 125	\$ 130	\$ 135
Administrative Support (Hourly Rate)	\$ 75	\$ 85	\$ 95	\$ 100	\$ 105

The following courses have been designed for new or recently assigned personnel. The training modules incorporate the latest laws and prepare participants to successfully complete their new assignments. All Bashen EEO courses fulfill the requirements as outlined in MD110.

Four Day Courses

EEO Investigator Training
EEO Counselor Training

Two Day Courses

Final Agency Decisions (“FAD”) Writing
Managers/Supervisors EEO Training

One Day Courses

Advanced EEO Investigations
Advanced Counselor Training
EEO Investigator 8-hour Refresher
EEO Counselor 8-hour Refresher

The training modules incorporate the latest employment law cases, which help create a consensus among management and employees regarding appropriate workplace conduct. Our trainers are also EEO compliance and diversity professionals, which greatly enhances their ability to impart pertinent knowledge about tolerance, inclusion, and fair employment practices. Bashen recognizes that all learning styles must be addressed to ensure the success of all participants; therefore we have created a novel training experience that blends several techniques to deliver key information.

Sample Training Courses (Does not include all training courses)

Writing an Effective Employment Plan
The Diversity SWOT
Developing a Diversity Investment Plan (“DIP”)
“Generations Apart” A look at generational issues affecting the workplace
Equal Employment Opportunity Process Mapping
“The Color of Diversity, It’s all in the Mix”
EEO Process Mapping, “A Narrow and Winding Road”
Solving the Workforce Data Maze – MD715 Strategy
Best Practices for Managing Diversity, What Really Works
Diversity/Sensitivity Training for Employees
Advanced EEO for Supervisors and Managers
Study Guide for an A+ Workplace – Your Best Report Card Ever!
Crossroads: Understanding how to Communicate across Cultures
GPS for Diversity “Don’t Get Lost!”
Inclusion Playbook for Managers and Small Business Owners: Don’t Sit on the Sidelines, Get in the Game
Diversity Investment Plan “DIP” – What is Your ROI?
Your “BUBBA” Plan: Banning “Bubbas Only” from the Workplace
Ingredients for Fair Employment Practices – You too can be a Master Chef
Fair Employment Practices – It Affects the Bottom Line!
Equal Employment Opportunity – The Real Meaning 40 Years Later!
The Building Blocks Start with Managers
Guiding Small Businesses through the Employment Compliance Maze
The Life Cycle of a Discrimination Complaint
Software as a Service (“SaaS”) – The SaaS Application: Why it’s Important to EEO Investigations
A History of Health: How the Americans with Disabilities Act and the Rehabilitation Act of 1973 (29 U.S.C. 701) have transformed the workplace
Demystifying Disability: Understanding the employer’s role in the interactive process
Recruiting Diversity: Shifting the focus from disability to ability and talent

Misconduct Investigations

Bashen investigates all types of workplace matters, including, but not limited to:

- Allegations of workplace misconduct
- Harassment
- Direct and Indirect Bullying
- Retaliation
- Hostile Environment

Bashen utilizes an exclusive Targeted Investigative Program (“TIP”)

Years of investigative experience has enabled Bashen to develop TIP, a dynamic model that streamlines the investigative process. TIP defines the roles and responsibilities of each stakeholder from the agency staff to Bashen’s investigative personnel.

Bashen’s process efficiencies help agency representatives ensure their investigations are neutral and comprehensive. Agencies benefit from reduced investigation time.

Misconduct Investigations	4/10/13-4/9/14	4/10/14-4/9/15	4/10/15-4/9/16	4/10/16-4/9/17	4/10/17-4/9/18
Simple Misconduct Investigation (flat)	\$ 3,200	\$ 3,400	\$ 3,500	\$ 3,600	\$ 3,700
Complex Misconduct Investigation (flat)	\$ 4,200	\$ 4,400	\$ 4,500	\$ 4,600	\$ 4,700